

June 23, 2016

MEMORANDUM

TO: Personnel Committee

FROM: Kelly L. Chalfant

SUBJECT: Agenda for the June 28, 5:00 p.m. meeting in Council Chambers, Municipal Building

Review proposed updates to the job description for Waste Water Treatment Plant Assistant Manager

Review proposal to correct error in section 266.15-2 adding back in the position of Deputy Administrator of Planning and Zoning at the same salary range of \$55,354.45-\$69,495.29. This was inadvertently left off when we revised the wage ranges in December 2015.

Set July meeting date: the July personnel meeting falls on the same night as a council meeting, though not at the same time, does the committee wish to reschedule Personnel for July?

Respectfully submitted

Kelly L. Chalfant